

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

24 March 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-20 - Expires 7 April 2010

1. The Military Department is accepting applications for the permanent State Active Duty position indicated below. This appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-5.*** This vacancy announcement will expire on 7 April 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	Assistant Team Leader (SAD E-5)
b. EMPLOYMENT LOCATION:	JFHQ, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	26 April 2010
d. SELECTING SUPERVISOR:	Officer in Charge, Military Funeral Honors Program

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-4 through E-6 may apply.

b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Must be a high school graduate or equivalent. **Attach documentation to support your highest level of education.**

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to communicate effectively with funeral directors, clergy, next of kin and other personnel to coordinate funeral ceremonies.

e. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

f. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

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g. Must possess a valid California driver's license and military license. Be able to drive and properly maintain a sedan, van (carry-all) and other military and non-military vehicles. **Attach a copy of your California driver's license.**

h. Must be able to perform Drill and Ceremonies and be able to carry, hold, manipulate, clean and fire an M-14 rifle.

i. Must be able to stand for long periods at Attention and Parade Rest, up to, and including, one hour.

j. Must be able to travel out of town periodically for up to seven days of temporary duty in connection with conducting funeral honors or required training.

k. Applicant must meet the standards of AR 600-9. Must be physically fit with no profiles for back, leg, knee, shoulder, arm or hand injuries. Must be able to carry the weight of 1/6th of a casket and body, (approximately 70 pounds), with one hand on terrain as well as carpet, concrete, and steps/stairs.

4. Desirable qualifications include:

a. Performed a minimum of 50 military funeral honors within the past 12 months is preferred.

b. Possess emotional stability and be able to perform tasks under difficult circumstances, i.e. around grieving family members and next of kin.

c. Knowledge of MS Word, Excel and Access.

5. Principal duty functions:

The incumbent works under the supervision of a Military Funeral Honors Team Leader, Regional NCO, Operation NCO, NCOIC and OIC, and must be able to supervisor 10-plus soldiers.

a. Performs duties prescribed by the Army National Guard "Honor Guard SOP", FM3-21.5 and DoD/NGB guidance relating to Funeral Honors.

b. Provides training to volunteer soldiers/airmen, California State Military Reserve, and civilian volunteers.

c. Assists the Administrative NCO in updating NGB Military Funeral Honors database; identifies trends and develops analysis tools using data from the reports. Drafts daily reports to the Team Leader, Operation NCO, Regional NCO, NCOIC and OIC of the Military Funeral Honors Program.

d. Assists in receiving, processing, assigning, and scheduling military funeral honors missions from the Casualty Area Commands (CACs), (Fort Lewis and Fort Huachuca), funeral homes and family members.

e. Assists in reviewing and logging After Action Reports (AARs) submitted by the military funeral honors teams. Processes military funeral honors stipends, SF 1164 (Federal Travel/Per Diem) and STD 262 (State Travel) forms.

f. Assists in maintaining and administering multiple support budgets and inventory logs for the Headquarters office.

g. Assists in maintaining personal contact (via phone, fax or e-mail) with the Military Funeral Honors Program Team Leaders to discuss administrative practices and services. Provides technical advice and guidance and recommends methods and procedures, where necessary. Assists Team Leader with notifying team members of latest directives regarding administrative procedures.

h. Assists the Team Leader in determining distribution and routing of incoming correspondence. Assists in preparing and reviewing outgoing correspondence for proper format and procedural adherence. Maintains office files of correspondence, directives, regulations, and other pertinent information.

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- i. Assumes the duties and responsibilities of Team Leader when the Team Leader is absent.
 - j. Forwards State Active Duty personnel documents through the Team Leader, Operation/Regional NCO to Military Funeral Honors Program Administrative NCO for submission to State Personnel for handling.
6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
7. Reimbursement for moving and relocation expenses **will not** be paid.
8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on 7 April 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (24 Mar 10)

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed the application form?	
Have you attached a copy of your highest level of education?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached a copy of your California driver's license?	